

WNYRIC Advisory Council Meeting
September 25, 2014 – 12:00 p.m. - 3:30 p.m.
Erie 1 BOCES, 355 Harlem Road, West Seneca Room B2a

Attendees:

Barb Mocarski /E1B/WNYRIC (Executive Director)	Bob Spino/E2CC BOCES (Assoc.Director. Tech & Inst.
Brian Russ/East Aurora USFD (Superintendent)	Carol Barber/E1B (Deputy Supt./COO)
Clark Godshall/ON BOCES (District Supt)	David O'Rourke/E2CC BOCES (District Supt)
Danielle O'Connor/Frewsburg CSD (Supt.)	Dick Lydo /WNYRIC (Assoc. Dir./Operations)
Don Skotnicki/E1B (Supervisor Inst.Tech)	Eric Lawton/West Valley CSD (Supt)
Greg Woytila/North Tonawanda City (Supt.)	Jason Smith/Lyndonville CSD (Supt)
Jean Rexford/WNYRIC (CSR)	Jennifer Lilly/WNYRIC (CSR)
Jill Holbrook/WNYRIC (Assoc. Dir./Infrastructure)	Jim Fregelette/E1B (Exec. Dir. Finance & Inf. Systems)
John Montesanti/Wilson CSD (Bus. Admin)	John O'Connor/E2CC (Asst. Supt. Mgmt Services)
Julianna Sciolino/WNYRIC (Assoc. Director)	Karen Cuddy-Miller/Grand Island CSD (Asst. Supt. of Curr & Inst.
Lynda Quick/CA BOCES (District Superintendent)	Maria Sommerfeldt/Depew UFSD(Dist. Tech Coord.)
Mary Beth Scullion/Tonawanda City(Asst. Supt. Curr)	Maureen Donahue/Southwestern CSD (Superintendent) – Chair
Maureen Taylor/WNYRIC (CSR)	Michelle Okal-Frink/WNYRIC (Assoc.Director)
Mike Graf/CA BOCES (Tech Director)	Mike Pavlock /Scio CSD (Tech. Coord)
Mike Watson/Allegany Limestone CSD (Bus.Off.)	Patricia Hartigan/ON BOCES (Business Official)
Patrick Flaitz/Hornell City (Business Manager)	Paul Cone/Canisteo-Greenwood CSD (Tech. Coord.)
Rich Calkins/Alfred Almond CSD (Superintendent)	Tim Cox/CA BOCES (Dir. Instr. Support Services)
Tim Mains/Jamestown City (Superintendent)	

1. Administrative Items:

- **Call to order**- Advisory Council meeting was called to order at 12:45 p.m. by Maureen Donahue.
- **Introduction of Barb Mocarski**
- **Maureen Donahue** - How can we have the Advisory Council truly be Advisory and spend more time talking about how to do communication to the regions? Should all meeting be face to face? Maureen suggested the Superintendents to take a tour of the RIC.
- **Roll call** – Introductions were made by region.
- **Minutes of June 10, 2014** - Maureen asked if there were any questions/corrections regarding the minutes of June 10, 2014 and there were none. Tim Mains made the motion to accept the meeting minutes; Karen Cuddy-Miller seconded the motion. The minutes were approved unanimously (22 yes/0 no).

2. **New Business:** –

- **Current 2013-2014 793 Plan Highlights--Associate Directors highlighted the following:**

- Goal 4.1 – NYS Archives grant has been awarded to implement web based Filebound electronic document management system in 11 WNYRIC School Districts. The grant was partially funded, reaching out to districts to determine interest in continuing.
- Goal 4.3 – Lifecycle Team is redesigning the Microsoft SCCM for deployment. The IBM TEM server has been upgraded to improve security.
- Goal 1.3 – TS WAN Team installed new perimeter firewall and intrusion prevention systems.
- Goal 4.6 - Identity Management, SIF-Core Hosted & LAN/WAN Teams have worked with 8 districts to be in our WNYRIC Active Directory.
- Goal 2.1 – The following RFPs were opened in September: Mobile Device Management, Teacher/Principal Evaluation, Academic Intervention Services, Research Based Analysis, and Robotics. These will close September 23rd and forums will follow.
- Goal 2.3 - Several districts are interested in pilots for this year.
- Goal 5.4 – RICs across the state collaborated on a grant proposal in response to SED's request to continue some of the work that was started to authenticate users and provide data securely to the data dashboards.

Suggestion was made:

- Would like a 1 or 2 page informational letter on TEM that can be shared with their Board and Superintendents.

- **Statewide RIC Goals update (Michelle Okal-Frink):**

- Michelle Okal-Frink negotiates contracts that are used by the BOCES with CoSer 6360 and some that are used by RICs. Any data privacy language necessary will be included in renewals or any new contracts as applicable.
- Continue to partner with NYSED to provide districts support of the new Comprehensive District Technology Plan survey tool.
- RICs across the state collaborated on a grant proposal in response to SED's request to continue some of the work that was started to authenticate users and provide data securely to the data dashboards.
- WNYRIC continues to offer pilots for emerging technologies. Google Play was added.

- **Standards Committee Minutes and Resolutions (Jill Holbrook):**

- There were 3 recommendations from the WNYRIC Standards Committee meeting held on August 13, 2014 for WNYRIC Advisory Council action:
- Motion 1: Bob Spino made a motion to nominate Rick Mardino as co-chair of the Standards Committee was seconded by: Ron LaVere; vote results: 13 yes/0 no (unanimous).
- Motion 2: Mike Murphy made a motion to add NNI for Viloxum under Category 16. Network Optimization the motion was seconded by Bob Spino; vote results: 13 yes/0 no (unanimous).
- Motion 3: Ron LaVere made the motion to make the following changes to below referenced categories:

7. Printers

Update each comment section with new bid #C14-VDP0619

9. Servers (Standard)

Change IBM to IBM/Lenova

Seconded by Bob Spino; vote results: 13 yes/0 no (unanimous).

Motion to approve the three (3) recommendations was motioned by Marie Sommerfeldt and seconded by Mary Beth Scullion. The motion carried unanimously (21 yes/0 no/1 Abstain by Bob Spino).

- **Comprehensive District Technology Planning – (Michelle Okal-Frink)**

- Michelle has been working with Carlos Ramierz from SED regarding the tech plan portal.
- Michelle was able to supply a technology check list in order to write the plan.
- There are 36 districts within the pilot.
- The portal is in the SED business portal.
- Erie 1 BOCES is one of the pilot districts and we have 4 to 5 pages of comments, questions, and concerns.
- Michelle will go back October 21st to review all of the comments.
- Changes and guidance to the new portal will be available after the October 21st meeting. SED will modify the portal and guidance based on the information received. It will then be opened to all schools in NY State.
- First approval should be either at the end of January or February.
- Every district should have an approved plan in the portal by June 30, 2015.
- As soon as Michelle has more information she will share.

WNYRIC Status – Presentations and Interactive Discussion

Topic 1 – Erate – Sue Melancon

- The purpose of the Erate program is to provide eligible schools and libraries discounts on approved telecommunication services.
- Commitments for Erate are made by funding year, which runs from July 1 through the following June 30th.
- 3 s's of Erate Reform: Speed, Smart Spending, and Simplify.
 - Speed – High speed and high capacity broadband
 - Smart Spending – Maximum cost-effectiveness of purchases
 - Simplify – Fast, simple and efficient Erate process
- The word "Priority" will be dropped. New designations will be Category 1 Services that enable Broadband connectivity to the district and Category 2 Services that enable Broadband connectivity within the school buildings.
- Funding will be available for both Categories.
- Funding will be available for Category 2 services in FY 2015-16, targeted at \$1 Billion every year for the next 5 years. Every district will have a Category 2 budget and the all funds will be focused on Broadband.

Topic 2 – Smart Schools Bond Act – Michelle Okal-Frink

- “The Smart Schools Bond Act” will appear on the 2014 General Election Ballot on November 4, 2014. The Smart Schools Program and grants will only occur if the bond act is approved by voters.
- The funds received by the state from the bond act will be used by school districts for capital projects or related to educational technology equipment.
- Each school district has been given the amount of their potential allocation
- Districts are required to submit a “Smart Schools Investment Plan” to the Smart Schools Review Board.
- Smart Schools classroom technology shall be made available to nonpublic students who attend nonpublic schools with the school district in a formula.

Suggestion was made:

- If Bond Act is passed that Erie 1 BOCES would hold an informational session.

Topic 3 – Education Law 2d – Michelle Okal-Frink

- State legislature passed the Common Core Implementation Reform Act. The act includes a series of revisions to Education Law. Education Law 2-d affect student and educator data privacy and security.
- Chief Privacy Officer – The Commissioner of Education is required to appoint a “Chief Privacy Officer” to serve within SED for a period of 3 years. The CPO will be involved in developing elements of both the parents’ bill of rights and model data security and privacy policies.
- Parents’ Bill of Rights – requires that each educational agency publish a “parent’s bill of rights for data privacy and security” on its website and include a copy of such document in every contract between the district and third party contractor that receives student or educator data.
- Data Security and Privacy Policies – which SED develop data security and privacy policies that address, parent access to student records.
- Disclosure of Personally Identifiable information to Third Party Contractors – Districts should consult their school attorneys as to the implementation of this law and how it might affect existing or prospective relationships with third party contractors.
- Unauthorized Disclosure of Personally Identifiable Information – The law requires that third party contractors notify a school district of any breach resulting in the unauthorized release of data “in the most expedient way possible and without unreasonable delay”.

Topic 4 – Update on Time Warner Cable Contract for Broadband – Jim Fregelette

- The WNYRIC has been collaborating with key local BOCES staff in creating, issuing and awarding a new request for proposals for the region’s Gigabit Broadband Service contract which will be effective as of July 1, 2015.
- Time Warner was awarded for the first five year term.
- Monthly recurring fee for the circuits is being aggressively negotiated
- TWC and the WNYRIC are looking to use one document (the master service) to define the terms and conditions, including the changes to the service level agreement.

Updates on the effectiveness of the network – Ron Ternowski

- **Broadband Utilization** - Since the start of school we have been seeing an average utilization of 2.75 - 3.5 GB of internet traffic sustained during the school day. This amount is by far the earliest we have ever seen this type of demand. With the release of Apples iOS 8.0 we saw internet usage spike to above 8GB of traffic as those devices began their upgrades. As we plan and look to the future we are increasing our detailed level of monitoring of the broadband and the type of traffic with new software tools to provide better reports for you and your districts.
- **New Network Design** - As we approach the 10 year anniversary of the broadband project WNYRIC staff has been in extensive discussions and design requirements with various stake holders across the WNYRIC region. With that process almost complete we can begin to implement the new design from Time Warner will allow for a shorter "last mile" of fiber for the majority of districts. This should help with outages or network issues that affect multiple districts at the same time and also provide a higher level of redundancy. The new design will provide 1GB connection directly from your district to the WNYRIC and in the case of a disaster recovery scenario a 1GB connection to our DR site. This will allow us to provide the same level of service regardless of your data path. Also, this design will upgrade equipment at every district and also provide robust and consistent new fiber runs.
- **Network Security** - All of these changes have brought to light the need for all of us to make a greater focus on security and the well-being of our shared network. As we move forward the need to insure that devices are patched and protected against the latest threats becomes paramount. If there are devices that are compromised in any manner they could lead to inadvertent data breaches and also increase the amount of traffic on the network. As bandwidth utilization becomes a greater focus and need, due to online instruction, the ability to only have valid traffic occurring on the network will become a major focus. To help with that we have begun implementing an industry leading Intrusion Prevention System from Sourcefire, In the future you will begin to receive reports from the WNYRIC about the types of traffic we are seeing and devices that may need to be remediated

Round table with each region- This was not discussed.

A survey was sent out with the following questions:

1. What input would you add to the process as we move towards the July 1, 2015 cutover to the new broadband capacity?
2. How can districts communicate best practices regarding the use of the network prior to the July 1 upgrade so that events such as the release of iOS patches or new operating systems and March Madness basketball do not drain bandwidth to be used for instruction?
3. What information do you need from the WNYRIC regarding the topic of the new Time Warner contract and upgraded broadband capacity?
4. Because of the importance of these topics, Maureen Donahue, the Chair of Advisory Committee, recommends that the Advisory Council meetings are face to face. If people decide on meeting face to face, the meeting time may be adjusted to accommodate those who are traveling long distances (i.e. changing time from 2:00 - 3:30 to 1:00 - 2:30) please indicate your willingness to attend face to face meetings below: December 17, 2014, March 19, 2015, June 2, 2015.
5. Are there any topics from the 793 plan that you would like information or a short presentation on at the December meeting?

6. Do you have any comments or suggestions regarding the September 25th meeting information or format?

Survey results will be sent out to Advisory Council

Next Meeting Dates:

Wednesday, December 17, 2014

Thursday, March 19, 2015

Wednesday, June 2, 2015

Adjourned at 3:30pm

Respectfully submitted

Pat Hochadel